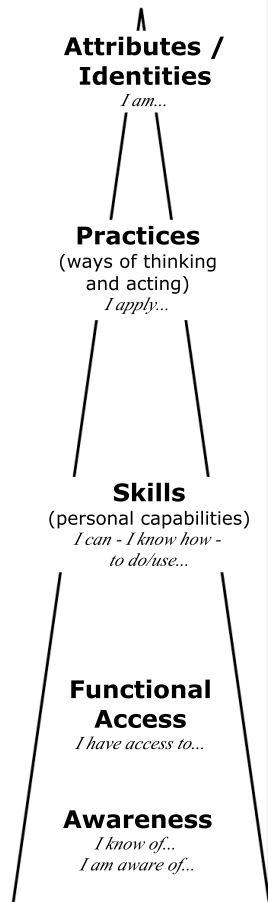


Developing learning literacies in the context of managing information



| LEARNING LITERACIES | | |
|--|--|---------------------|
| Digital Literacies | Information Literacies | Academic Literacies |
| <p>I am confident to explore, evaluate and choose new tools for management and handling of information and content</p> <p>I am professional and ethical in dealing with digital and non-digital content, acknowledging the importance of evidence and attribution</p> | | |
| <p>I address accessibility issues and compatibility with access technology when making decisions about file format</p> <p>I organise my files, content and references in a systematic way which facilitates efficient retrieval</p> <p>I handle, organise and store my information with proper regard for intellectual property: licensing, copyright and data protection</p> <p>I plan and organise my time, tasks and workload using task management tools and techniques</p> | | |
| <p>I can use tools and techniques, relevant to my discipline, to manage content, including version control and file storage.</p> <p>I can use bibliographic software, such as Refworks or Endnote, to record and manage references</p> <p>I can use appropriate metadata, such as references or tags, to enable discovery of content.</p> <p>I can identify techniques for managing my time and tasks</p> | <p>I can identify good practice in naming and organising electronic documents</p> <p>I can use tools, such as social bookmarking, to manage online resources</p> <p>I can use generic Cloud services, such as Dropbox or Google Docs, for sharing and storing content, as well as specific services for particular content types, such as Flickr, Youtube and iTunes</p> | |
| <p>I have reliable internet access</p> <p>I have relevant software installed or sufficient access to install what is required</p> <p>I have access to professionals, such as librarians and data managers, with knowledge of information needs in my discipline</p> <p>The access I have takes account of my accessibility needs and requirements</p> | | |
| <p>I am aware of what metadata is and how it helps me search or manage content</p> <p>I am aware that content may include documents and complex mixed media such as audio files, photos and video</p> <p>I am aware that content has a lifecycle that includes provenance, preservation and long-term access</p> <p>I am aware that information can be stored in print and digital format</p> <p>I am aware of the role of professionals, such as data managers and librarians, who can advise, assist and support</p> | | |